

7 February 1979

Classification Review Procedure

CRP 79-7

CLASSIFYING OR UPGRADING DOCUMENTS

1. Occasionally documents are found that need to be upgraded to a higher classification or that are unmarked and require classification. Caution must be exercised in classifying unmarked documents because of restrictions spelled out in Executive Order 12065 that read as follows:

1-606. No document originated on or after the effective date of this Order may be classified after an agency has received a request for the document under the Freedom of Information Act or the Mandatory Review provisions of this Order (Section 3-5), unless such classification is consistent with this Order and is authorized by the agency head or deputy agency head. Documents originated before the effective date of this Order and subject to such a request may not be classified unless such classification is consistent with this Order and is authorized by the senior official designated to oversee the agency information security program or by an official with Top Secret classification authority. Classification authority under this provision shall be exercised personally, on a document-by-document basis.

1-607. Classification may not be restored to documents already declassified and released to the public under this Order or prior Orders.

Because documents originated prior to 1 December 1978 and classified after that date could be the subject of FOIA or mandatory review requests, classification of unmarked documents will be accomplished by an officer with Top Secret classification authority. A CRG officer with original Top Secret classification authority will also make all upgrading determinations. Reviewers will take all documents requiring classification or upgrading to the appropriate branch chief. The latter will verify that unmarked documents determined to require classification have not been released to the public under Executive Order 12065 or prior Orders.

2. If the decision to classify the document stands, the reviewer will complete the reviewer's stamp in the usual manner, using the year only on the "Next Review Date" line. He will also stamp the document with the original classification stamp, using the branch chief's as authority.

STATINTL

STATINTL

3. For example, a reviewer finds a list of names that has been unmarked since the document was created 23 years ago. He decides that the list may not be released and must be protected at the Confidential level. He shows the document to his branch chief, who agrees with that decision and verifies that the document has not been previously released. In completing the original classification stamp the reviewer uses his branch chief [redacted] on the "Original CI By" line, checks the "Revw On" box, adding the full date (day, month, and year) 10 years hence, writes "same" on the Ext Bynd 6 Yrs By" line, and cites the applicable paragraph of [redacted] as the reason. The stamps will read as follows:

STATINTL

STATINTL

Document No. 3
 No Change in Class. ☐
☐ Declassified
 Class. Changed to: TS s ©
 Next Review Date: 1989
 Auth.: HR 70-3
 Date: 7 Feb 79 By: [redacted]

ORIGINAL CL BY [redacted]
☐ DECL ☒ REVW ON 7 Feb 89
 EXT BYND 6 YRS BY Same
 REASON 3d(3)

STATINTL

STAT

[redacted]
 Chief,
 Classification Review Group

STATINTL